

57-2108

CONFIDENTIAL

1 July 1957

MEMORANDUM FOR: Training Officer, Office of Personnel

25X1A

SUBJECT : [REDACTED] - Personnel Familiarization Training

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1. [REDACTED] Administrative Officer, GS-13, has returned from [REDACTED] after approximately five years in the field. Before assigning him to Headquarters duty as an Administrative Officer, Mr. [REDACTED] will undertake several months of training including familiarization and orientation in the major Support functions. It is requested that during the period 5-23 August inclusive, Mr. [REDACTED] be provided familiarization and orientation in the various phases of personnel administration and management as indicated on the attached tabulation.

25X1A

[REDACTED]
Special Assistant to the
Deputy Director (Support)

SA/DDS/JER:epr (1 Jul 57)

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From: [REDACTED]	73 8 ①
Auth: [REDACTED]	
Date: 22/11/78	By: 008

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Personnel

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<u>Phase No.</u>	<u>Hours</u>	<u>Phase No.</u>	<u>Hours</u>
1	1	81	2
5	2	83	1
6	1	84	2
7	2	85	2
8	1	87	1
12)		88	1
13)	8	91	2
14)		92	2
17	2	93	2
18	1	96	1
23	1	97	2
24	4	98	2
25	1	99	2
26	4	100	2
27	4		
28	4		
30	4		
33	8		
34	4		
35	4		
36	4		
37	4		
38	2		
39	1		
40	1		
42	2		
48	4		
54	1		
55	2		
56	2		
57	2		
58	1		
65	1		
66	1		
67	4		
69	1		
70	4		
72	2		
73	1		
74	1		
75	2		
76	2		
77	4		

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